

<p align="center">EMERGENCY SERVICES DIVISION</p> <p align="center">PROCEDURE</p> <p align="center">BROOKHAVEN NATIONAL LABORATORY</p>	<p>Procedure No. FR-BIP-2.0.3</p> <p>Revision No. 3</p> <p>Page 1 of 4</p>
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Procedure Title: **Inspection Of Places Of Public Assembly**

1.0 PURPOSE

- 1.1 This procedure provides details of Fire/Rescue inspections prior and during Public Assembly events.
- 1.2 Conference rooms and other locations require special attention when used for large public gatherings. Most notable among these locations, their maximum permitted occupant loading, and the BNL group responsible for scheduling are:

Building 30 - Brookhaven Center - Staff Services

North Room 400 Standing or 200 Seated
South (Dining) Room 250 Standing or 120 Seated
Tap Room 60

Building 317 - Recreation Hall - Staff Services

Main Hall 300 Standing or 140 Seated (Personnel)
Main Hall/partition closed 50 Persons
SE Lounge 100 Persons

Building 488 - Berkner Hall - Staff Services

Ground Floor Fixed seats plus 20 folding chairs or wheel chairs or standees
Mezzanine Fixed seating with 20 folding chairs
TOTAL 468

Building 490 – Room 8-205 - Conference Room – Staff Services

117 Seated

Building 555 – Hamilton Seminar Room – Staff Services

121 fixed seats plus 37 wheel chairs, folding seats or standees

<p>PREPARED BY:</p> <p>C. LaSalla</p> <p>_____</p> <p>Author/Date</p> <p>Filing Code:</p> <p>FR20SR.01</p> <p>_____</p>	<p>REVIEWED BY:</p> <p>M. Carroll</p> <p>_____</p> <p>Chief/Date</p> <p>J. Levesque</p> <p>_____</p> <p>Fire Protection Engineer/Date</p> <p>J. Vaz</p> <p>_____</p> <p>Division QAO</p>	<p>APPROVED BY:</p> <p>F. Marotta</p> <p>_____</p> <p>Division Manager/Date</p> <p>EFFECTIVE DATE:</p> <p>_____</p> <p>Review Cycle: 3 years</p>
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2.0 RESPONSIBILITIES:

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- 2.1 The Department holding the assembly is responsible for notifying Fire/Rescue. In addition, Staff Services will notify Fire/Rescue as a back-up.
- 2.2 When notified of public assembly events at the above locations where the anticipated attendance exceeds 25% of capacity (or more than 100), the Duty Captain is to schedule an inspection by a firefighter not earlier than ninety (90) minutes prior to the scheduled start of the activity.
- 2.3 When crowds exceeding 80% of capacity are anticipated, the Duty Captain is to post a fire guard during the event.
- 2.4 Special precautions apply for events at Bldg. 30, Brookhaven Center, where expected attendance exceeds 150. See Appendix A.

3.0 DEFINITIONS

- 3.1 Public Assembly Hazards - Hazards common to places of assembly include crowds, congestion, poor housekeeping, obstructions to aisles and passageways by movable chairs, counters, and tables, exits not clear or lighted, temporary combustible decorations, combustible wall and ceiling finishes, insufficient receptacles for smoking materials, open flames or candles, temporary heating and cooking, and temporary electrical wiring.

4.0 PREREQUISITES:

5.0 PRECAUTIONS:

6.0 PROCEDURE:

6.1 Pre-inspection

This inspection includes all exits, the way of approach thereto and departure therefrom. Check-list No. 2 is to be used for this inspection. If the inspection reveals that any required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuitable for immediate use, the Duty Captain is to consult with the person responsible for the event, and admittance to the place of assembly should be delayed until necessary corrective action has been completed.

6.2 Public Assembly Detail (PAD)

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The PAD is responsible for continually checking that fire exits and exit paths are kept clear and unobstructed. The PAD is to immediately notify fire headquarters of any fire, and sound the local evacuation signal.

6.3 The PAD should be in clean dress uniform. The success of this assignment is enhanced by the adoption of courteous attitude and dignified approach. In addition to the aim of maintaining the assembly hall safe for the occupants, you are acting as a public relations representative for the Fire/Rescue Group. The impression you create and the cooperation you give to others affects their attitude towards us and the Laboratory.

7.0 IMPLEMENTATION AND TRAINING:

8.0 REFERENCES:

9.0 ATTACHMENTS:

9.1 Public Assembly Pre-Inspection Checklist 1.

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Attachment 9.1

APPENDIX A

Special Precautions for Events at Bldg. 30

- A Fire/Rescue public assembly pre-inspection shall be conducted prior to the event.
- A report with any concerns should be forwarded to the Event Coordinator prior to the event.
- **An Event Coordinator should** be designated and present during the event. The Event Coordinator is responsible for eliminating hazardous conditions identified by the Fire/Rescue personnel.
- Fire/Rescue personnel assigned as public assembly detail will make tours (every 1/2 hr.) of entire facility (includes area not used for the event). Upon discovery of any fire, they shall start immediate evacuation of the structure and summon the Fire/Rescue Group by radio. If a hazard is found during the tours, notify the event coordinator.
- Fire/Rescue personnel will have ready access to a PA system that the F/R personnel could make announcements over.
- At the start of the event, an announcement by **the Event Coordinator** will be made to all attending occupants indicating where all the exits are, and that any evacuation instruction will be made over the PA system.
- All exits will be readily visible and no curtains or drapes will block their presence.
- Decorations should be limited to non-combustible materials. Combustible materials should be limited.
- The use of open flame devices should be avoided. Only properly arranged sterno's under steam table are permitted.